

PRODUCTION MANAGER

DEFINITION: Under general direction, performs managerial work of considerable difficulty in planning, organizing, directing and evaluating the operation and maintenance of the Production Section of the Navajo Times Department and in the publication of the Navajo Times newspaper; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises the daily operations of the Production Section which includes Layout and Design, Pre-Press Production and Printing; develops, recommends and implements short-range and long-range plans for the department to meet established publication deadlines; reviews and recommends new or enhanced procedures, processes or changes to technology, to maximize efficiency and to sustain professional quality of printed material; assigns and monitors progress toward completion of tasks, jobs and projects; provides technical assistance and guidance to assigned staff.

Prepares, submits, and administers department budget; initiates, develops and maintains business relationships with tribal governments and business communities within and outside the Navajo Nation; educates potential customers regarding printing and other publication services offered by the Navajo Times; establishes and maintains communications with area schools, colleges, and other educational institutions and provides expert advice on publishing and production; prepares required reports; ensures a safe working environment.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of newspaper design and layout, pre-press work, printing press operation, advertising, sales, composition and circulation.

Knowledge of current and emerging technologies related to the production of newspapers, magazines, newsletters, and other printed media.

Knowledge of computers, personal computers, peripheral equipment and specialized software and programs used in the publication of printed media.

Knowledge of occupational hazards and safety precautions.

Knowledge of public relations/customer service principles and techniques.

Knowledge of supervisory methods and techniques.

Skill in following safety practices and recognizing hazards.

Skill in establishing cooperative working relationships.

Skill in communicating effectively orally and in writing.

Skill in setting priorities to meet established deadlines.

Skill in operating a variety of office and printing equipment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Graphic Design, Communications, Journalism or related field; and five (5) years experience in newspaper production, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 1217
Management Series
General Management Group
Overtime Code: Exempt
Pay Grade: 67

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.